

## 2. Access the Mobility and Portability Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

### 2.1. Program Selection

From the Selection Menu, you must select a Section 8 program type to view this report.

Section 8 program types include:

1. Section 8 Certificates
  2. Section 8 Vouchers
  3. Section 8 Certificates & Vouchers
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular dropdown menu with a black border. It contains the text "S8 Vouchers" in black font. To the right of the text is a small black downward-pointing arrow.

## 2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to place to select the 'level of information'
  1. National
  2. State
  3. Field Office
  4. Public Housing Agency
  5. Project (Public and Indian Housing only)

 National

- \* The *Mobility and Portability Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
- \* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)

## 2.3. Select the Mobility and Portability Report

After you complete the 'program type' and 'level of information' selections,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Mobility and Portability Report*

Mobility and Portability